



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**LEGAL ANALYST
\$3,841.00 - \$4,670.00
POLICY APPROVAL BUREAU
SAN FRANCISCO**

RESPONSIBILITIES:

Under the general direction of an Attorney, the basic function of a Legal Analyst in the Policy Approval Bureau is to assist in the review of applications, riders, and insurance policies submitted as insurer filings.

The Legal Analyst provides paralegal and analytical support to attorneys by handling moderately difficult assignments; policy findings, and other legal assignments. These duties include the following: Performing legal research assignments on substantive and procedural issues; regularly and independently conducting detailed reviews and assessing legal issues to be reviewed by the bureau chief; drafting pleadings for attorney review; assisting with the production of documents; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations, bulletins and notices; researches and reports on legislative histories; conducts historical research on assigned filings for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:

- Ability to work independently
- Knowledge of legal reference materials, basic legal concepts, terminology, principles and procedures
- Strong analytical and Inter-personal skills
- Comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

09/25/12MS

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "LEGAL ANALYST position # 413-231-5237-XXX" on the State application.** For additional information, please contact 916-492-3309 or maria.scriven@insurance.ca.gov.

FINAL FILING DATE: **Friday, October 5, 2012 by 5:00pm – Close of Business**

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.



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